

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Meeting Minutes - 18 August 1988

FROM:

Chm ILSP Working Group, Rm 3E14 Hqs

EXTENSION

NO. OL 10286-88

DATE 23 August 1988

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. NBPO Rep. 3E24 Hqs.

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19 August 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

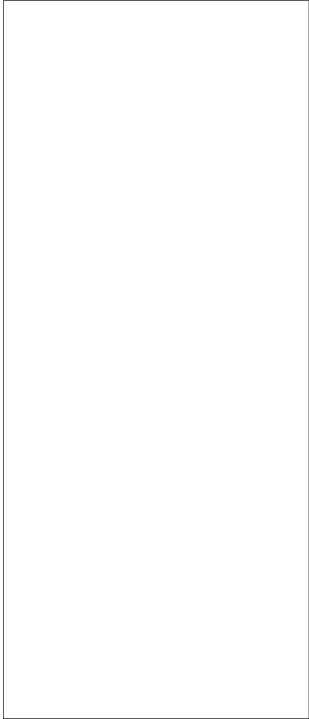
FROM:

  
Chairman, ILSP Working Group

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SUBJECT: ILSP Working Group Meeting Minutes - 18 August 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 18 August 1988. The following representatives were present:

  
ILSP  
ILSP  
DS&T Alternate  
ILSP  
DCI Admin  
OIT/CED/SI  
DI Alternate  
OL/FMD  
AF/LOGS  
OTS/LOGS  
OTE/AD  
OS/PSD  
DO Representative  
OIT Alternate  
DO Alternate  
OIT Representative  
OL/FMD  
OEA Logs  
NESA  
ILSP  
OL/BSB

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OL 10286-88

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Attached is a copy of the meeting agenda. (Attachment 1)

2. The minutes of the previous meeting were approved without comment.

3 OL Topics

A. [ ] briefed the latest ILSP Occupancy Schedule (See Attachment 2) and Completion Dates Schedule (Attachment 3). The names and phone numbers of ILSP personnel assigned to components are now listed on the Occupancy Schedule. ILSP is investigating the feasibility of advancing the OGC and OIG moves up into the month of December vice January. The moves of other components (such as OSO/SPG) will be accelerated whenever possible.

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B. [ ] also briefed the status<sup>of</sup> NHB Fit-up and Survey Work (Attachment 4). OGC and OIG construction are both on schedule. AF 35% design was approved 17 August and all other work is progressing on schedule.

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C. [ ] briefed the Group on the FMD/Building Services Branch NHB move support. The following are the support services provided:

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- 1) BSB contacts components 2 weeks prior to their move to arrange the moves of storage items and executive furniture.
- 2) In and out trays are supplied to the new offices.
- 3) Waste baskets are provided.
- 4) P&PG labels used recently to mark NHB furniture do not peel off easily. BSB will help NESA remove the labels that have already been used. Peelable labels will be provided by BSB in the near future.
- 5) The North Tower trash chutes are not operable yet. Classified trash will be accepted in GP19 between 1400 and 1500 hours each day until the chutes are available. FMD/Operations will ensure that the chutes are open by 1 October.

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SUBJECT: ILSP Working Group Meeting Minutes - 18 August 1988

- 6) Standard electrical outlets in the NHB are not protected against electrical surges. Any surge protectors now in use by components may be brought to the NHB and used as appropriate.
- 7) P&PG is responsible for moving large copiers and will make the necessary arrangements with the vendors. Contact them [redacted]
- 8) Coat hangers to be used on interior doors are being prepared for the NHB. 3-and 5-peg wall mounted strips will be available for hanging coats. Components can bring coat trees to the NHB for use until permanent hooks are available.
- 9) Snack bars are available in the North Tower on the ground, first, and 3rd floors; a snack bar will be opened on the sixth floor shortly.

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D. Carpeting, Partitions, and Furniture installations are on schedule.

E. OL Issues/Concerns

- 1) Drop copies of [redacted] furniture orders and orders for task lights should be given to [redacted]
- 2) The space that is vacated by a component moving into the NHB comes under control of OL/HCS within 24 hours of the move. The component will then no longer have access to their former space.
- 3) Furniture should be moved only by FMD personnel.
- 4) The HQ tube system will end on 26 August 1988.
- 5) The new ITC PC workstations will fit with the current standard [redacted] workstation configurations. There is no need for non-standard furniture or partitions to accommodate the new ITCs.

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(Addendum): Since the ILSP meeting it has been learned that certain DO offices are ordering specialized large-screen displays that will not fit under the standard workstation superstructure or shelf.

- 6) After a move, components will be given a list of furniture provided in the NHB. They will also receive a "bill" or "refund" based on the cost of the furniture versus the funding provided. OL will be doing this at the directorate level.
- 7) Components should provide detailed information to FMD for taking down pictures, etc at their old locations and rehanging at the new location. They should also prioritize this work.

#### 4. OIT Topics

- A. DA support for moves to the NHB is improving. It was better for OSWR than it was for OTS. There were fewer problems and they are being resolved quicker.
- B. The Data Base Control Center is being relocated this week. The SAFE System will be relocated over the Labor Day weekend. Several briefings have been provided on the Labor Day move.
- C. Copies of the Agency phone allocation agreements were distributed (Attachment 5). Components will have to pay for any additional phones. A secure phone allocated/surveyed chart was distributed (Attachment 6). This indicates that some components have reached or are near their maximum allotment.
- D. There were no new OIT issues or concerns.

#### 5. OS Topics

- A. OS alarm work is on schedule and there were no problems to report.
- B. [ ] of FMD told OS he would like three weeks lead time for FMD installation of locks for components who are moving to NHB.
- C. There were no new OS issues/concerns.

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6. OMS Topics

- A. The 100% drawings for the fitness center are complete
- B. There were no new OMS issues or concerns.

7. General Issues or Concerns

There were no new general issues or concerns.

8. Action Items Reviewed

ILSP-63 Provide a list of the responsible person and phone number for each component office moving into the NHB. AI - (Closed) - names and numbers provided on the occupancy schedule.

[REDACTED]  
ILSP

STAT

ILSP-64 Show the film of the NHB Construction at a future ILSP WG meeting. This film is still in production at OL/P&PG - AI remains (Open).

[REDACTED]  
ILSP

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9. Action Items Assigned

ILSP-65 Provide a list of FMD/OPS Project Officers assigned to components.

[REDACTED]  
ILSP

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10. The next ILSP WG meeting is scheduled for 1 September 1988 at 1000 in 3E14 HQs.

11. The ILSP WG Chairman, [REDACTED] announced that this was his last WG session and that [REDACTED] would be the acting ILSP WG Chairman, [REDACTED] will be returning to a position in OIT.

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STAT[REDACTED]  
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ILSP WORKING GROUP  
AGENDA  
18 August 1988

- OLD BUSINESS

- Review/Approval of Minutes of previous meeting

- OL TOPICS

- Overview of ILSP Schedule
- Status of NHB Fit-up and Survey Work
- FMD/Building Services Branch Move Support
- Carpet, Partition & Furniture Progress Report
- Issues/Concerns?

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- OIT TOPICS

- Status of PBX, Wang, and special wiring work in NHB
- Status of Computer Systems relocation
- Agency Phone Allocation Agreements
- Issues/Concerns?

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- OS TOPICS

- Status of Alarm work in NHB
- Issues/Concerns?

STAT

- OMS TOPICS

- Issues/Concerns?

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- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 1 September 1988, 10:00 3E14 Rm

# Integrated Logistics Support Program CY 1988 Occupancy Schedule

8-12-88

ACTIVITY	RESP. PERSON	1988							LATE
		JUN	JUL	AUG	SEP	OCT	NOV	DEC	
OIT Phone Operators									NO
ISC - 2nd Floor									NO
OTS			▨						NO
ISC - 5th floor				▨					NO
OSWR				▨					NO
OIT DBCC				▨					NO
NESA									NO
OEA									NO
MPSS									NO
BSB, CAD, ILSP, OIT						▨			NO
OTE Classrooms						▨			NO
OIS Infirmary						▨			NO
OIT							▨	▨	NO

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ATTACHMENT 2



# Integrated Logistics Support Program CY 1989 Occupancy Schedule

8-12-88

ACTIVITY	RESP. PERSON	1988	1989							LATE
		DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	
OIG										NO
OSO/SPD										NO
OGC										NO
OSWR/NAASW										NO
OSWR/TTAC										NO
DO/IMS ISC										NO
SE										NO
AF										NO
PPS										NO
OP										NO
OL										NO
OS										NO
OF										NO

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## COMPLETION DATES

20 July 1988

NORTH Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet / Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Working
Ground	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
	OL	03 0188*	031888*	051388*	051388*	082988	090688	051388*
	OP	080888	082988	120288	013089	020689	021389	020689
1st	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
	OIT u	041188*	042088*	071188*	091488	092688	100388	092188
	OIT m	-----	COMPLETE	-----	-----	-----	-----	-----*
2nd	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
	OIT xyz	033088*	042088*	070888*	091488	092688	100388	051388*
	OIT h	041188*	042088*	071588*	091488	100588	101388	051388*
	OTE	030988*	032388*	050988*	070788*	083088	102188	051388*
	OIT isc	-----	COMPLETE	-----	-----	-----	-----	-----*
	OSO	061088*	062088*	070888*	101488	102188	102888	042988*
3rd	OSWR	102387*	102387*	050288*	062488*	071588*	80588	051388*
	OTS	-----	COMPLETE	-----	-----	-----	-----	-----*
4th	OSWR	102687*	021088*	050288*	072288*	071588*	80588	051388*
	OTE	03 0188*	031588*	052088*	090788	090988	091688	051388*
	OP	062388*	072988*	112388	122288	123088	010689	123088
	PPS	072288*	092288	122088	020189	021689	022389	020889
	OMS	030188*	031588*	050988*	072988	083088	090788	051388*
	OTE 12	051188*	060388*	071288*	112588	121688	122388	051388*
	OTE 30	051188*	061088*	071288*	112588	121688	122388	051388*
5th	OSWR	111387*	112087*	050288*	072088*	072988*	080588*	051388*
	MPSS	020188*	020988*	041588*	071588*	071988*	081888	051388*
	OIT isc	-----	COMPLETE	-----	-----	-----	-----	-----*
6th	NESA	-----	COMPLETE	-----	-----	-----	-----	-----*
	OEA	-----	COMPLETE	-----	-----	-----	-----	-----*
	DITF	012188*	012888*	041188*	070888*	071888*	080388	051388*

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20 July 1988

## COMPLETION DATES

South Tower Area	Agency Office	OL 100% Drawings	OL Provide Access	OIT UnderFloor Work	OL Carpet / Furniture	OIT Install Phones	OL Final Checkout	OS Alarms Ready
Ground	OTS	080288						
	OP	080888						
	OIT	060888*						
	OL	090188						
	OS	091688						
	OMS	080588						
1st	OP	080188*						
	OIT	060888*						
	SE	070188*						
	HIC	COMPLETE						
	OL	082588						
	OP/FAA	080188*						
2nd	OIT	060888*						
	SE	070188*						
	OIG	052588*						
	CIC	081788						
	ISC	072888*						
3rd	OP	080188*						
	OIT	060888*						
	AF	081788						
	OSWR	052588*						
4th	OP	080188*						
	ISC	091688						
	OS	091688						
	OTE	060888*						
5th	OP	080188*						
	ISC	072888*						
	OL	090188						
6th	OL	HOLD						
	OF	HOLD						
	OGC	051788*						

NOTES:

\* ACTUAL completion date (dates without asterisks are PLANNED dates)

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FIT-UP WORK IN THE NEW HEADQUARTERS BUILDING

- \* OGC CONSTRUCTION ON SCHEDULE - DUE 9 SEPTEMBER
- \* OIG CONSTRUCTION ON SCHEDULE - DUE 8 SEPTEMBER
- \* OTE RENOVATIONS ON SCHEDULE - VARIOUS DUE DATES
- \* OSO CONSTRUCTION ON SCHEDULE - DUE 1 SEPTEMBER
- \* AF - 35% DESIGN APPROVAL 17 AUGUST
- \* CIC - 100% DRAWINGS COMPLETE 17 AUGUST
- \* DO/IMS REGISTRY - 100% DRAWINGS COMPLETE 17 AUGUST

SURVEY WORK IN THE NEW HEADQUARTERS BUILDING

- \* OS - REQUIREMENTS PHASE STARTED 2 AUGUST
- \* OL - REQUIREMENTS PHASE WORKING TOWARDS 35% DESIGN
- \* OF - ON HOLD

ATTACHMENT 4

S E C R E T

DDA 88-1436

8 July 1988

MEMORANDUM FOR: Executive Director  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology

FROM: R. M. Huffstutler  
Deputy Director for Administration

SUBJECT: Telephone Installation for the New Headquarters Building

1. Attached is the secure telephone allocation for the New Headquarters Building as agreed to by your representatives. It allows for growth but exhausts the entire capacity of current secure switch configuration which can support a maximum of [REDACTED]. It exhausts as well the programmed funding. As a result, it is important that you regard your allocation as a limit and adhere to it in your future planning.

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2. Please do not allow your components to undertake plans where they treat additional secure telephone services as a free good. If you find that you have unanticipated demands for expanded secure service, you should budget [REDACTED] per telephone which includes a share of the switch [REDACTED].

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3. Your representatives are:

STAT

DCI Area :  
DI Area :  
DO Area :  
DS&T Area:  
DA Area :

Please approve the implementation of this allocation proposed by your representative and return it to me by Friday, 5 August 1988.

STAT

[REDACTED]

R. M. Huffstutler

Attachment  
Secure Telephone Allocation

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